



**Program Analyst
Personal Services Consultant
Department of Compact Implementation**

A. Introduction

The Millennium Challenge Corporation (MCC) is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing countries. MCC provides grants, in the form of a Compact, to these countries for the purpose of investing in projects which demonstrate economic growth. To date, MCC has signed 19 Compacts in Africa, Europe, Asia-Pacific, and Latin America.

B. Department of Compact Implementation

MCC's Department of Compact Implementation (DCI) supports and oversees Compact implementation amongst MCC's partner countries. DCI is responsible for providing technical support and oversight in specific sectors, such as health and education, finance, infrastructure, agriculture, environment and social assessment, financial management, procurement, and monitoring and evaluation and maintains continuous contact with Compact countries throughout implementation. DCI is organized in several Divisions including two regional Divisions (1) Africa and 2) Europe, Asia Pacific and Latin America) and several sector specific Divisions. The Department executes its support and oversight functions through multi-disciplinary country teams which complement the activities included in each country Compact. The country teams are led by a locally-based Resident Country Director and supported by Program Officers and Program Analysts in Washington D.C.

C. Scope

DCI is seeking an individual consultant (the "Consultant") to assist Program Officers in Washington D.C. and the Resident Country Directors in the administration and coordination of MCC's implementation support and oversight functions.

D. Tasks

Tasks to be performed by the consultant include, but are not limited to:

- Administrative and management support for 1-3 country teams through backstopping the country Program Officer and/or Resident Country Mission (RCM);
- Researches and analyzes problems, issues, or requirements affiliated with the implementation of country compact programs and projects. Gathers data, researches issues, offers recommendations for resolving identified problems, and assesses program performance;
- Participates in, coordinates, or manages work affiliated with the implementation of country compact programs and projects;

- Performs office automation work requiring the use of software applications and computer equipment. Prepares correspondence, reports, graphs/charts, forms, and other office support materials;
- Researches and analyzes procedural issues affiliated with the implementation of country Compact programs and projects. Provides recommendations for resolving process issues that arise in the implementation of country compact programs and projects;
- Provides logistical support to Program Officers, RCMs, and multidisciplinary country-focused teams;
- Consolidates data, prepares qualitative and quantitative reports and briefing materials and maintains a library of country documents; and
- Other tasks as directed by the Program Officer or Resident Country Director.

E. Deliverables

The Consultant shall assist MCC in support and oversight of Compact implementation in accordance with principles and expected results laid out in the Compact documents. The Consultant will provide services to MCC on an intermittent as needed basis.

Deliverable 1: Ad hoc reports, information, or advice as may be requested by the COTR/PM.

F. Performance Period and Location

The consultant will be offered a Time and Materials (T&M) Personal Services Contract, with a 12 month base period, plus options for four additional years. Services will be required on an intermittent basis for no greater than 1664 hours per year.

This consultant will be required to perform work in MCC's Washington, D.C. office. Some international travel may be required, usually not to exceed 10%.

G. Evaluation Criteria

The qualifications of the Consultant suited for this assignment include the following:

- Knowledge of MCC and its Compact programs;
- Experience living and/or working with developing countries, development programs, or projects, especially in MCC Compact countries;
- Knowledge of the principles, practices, and techniques of planning for long-term international development programs/projects;
- Ability to complete and coordinate multiple, high priority administrative taskings and coordinate input from several sources;
- At least a Bachelor's degree in international development, international affairs, economics, regional area studies, or related field;
- 2-4 years experience working in the field of international development or similar.
- Strong written and oral communication skills including analytical assessment, document preparation, and editing in a professional office environment; and
- Language preference - French, Spanish, Portuguese, or Russian.

H. Security Clearance Requirements

Any selected candidate(s) must be able to obtain a Secret security clearance.

I. How to Apply

Interested parties should submit by email to recruitment@mcc.gov the following package: 1) Curriculum Vitae, 2) a brief cover letter that addresses the evaluation criteria and provides three professional references, and 3) Salary history over the past 2 years with proposed hourly rate. Please include "Program Analyst - PSC" in the subject line of your email.

This announcement will remain open until filled.